How to Write a Letter

KEEP THIS BOOK.

You will find it useful when you have an important letter to write.

By its aid you can write a good letter on any subject.

It tells you how to write a letter that will show that you are a person who knows how to behave and is up-to-date in all details.

The man who wrote this book owed his fortune to being able to write a good letter. You may be glad to have read what he tells you.

Very often a letter is the turning-point in a man's life. Write a good one and you succeed : make a mistake and you are passed over. Someone else gets the chance which offers, and you lose it.

SUCCESS IN LIFE

also depends on Health : and this book directs you to the very central requirement of good health, namely, a strong stomach. Orain Tablets, described in this book, are ***the only medicine which directly strengthens the stomach.*** Other medicines may purge, relieve, or soothe stomach, but Orain Tablets will strengthen it so that there that you cannot enjoy and digest. Read about them.

LETTERS AND HOW TO WRITE THEM

A GOOD letter has made the fortune of many a man. This book has been written for us by a gentleman of high position in the world of business. He began life as a poor boy, and a good letter was what put him on the path which led to success. He said :—

"Almost every upward step which I have made has been the result of a letter which I have written. My father died when I was young, and he was able to leave me very little. But what he did give me before he died was a thorough training in this matter; and I OWE MY FORTUNE to it."

HOW TO WRITE LETTERS.

Many a man has absolutely lost the chance of a lifetime by writing a tactless or slovenly letter; on the other hand, a good letter has been the foundation of many a man's fortune. Many people break the simple rules about how a letter should be made up—where the address should go, which is the right side of the paper, and so on. Correctness in these things, even in ordinary letters to friends and relatives, marks the writer as one who knows how to do things properly. It is still more important when writing to strangers.

WHEN TO WRITE A LETTER.

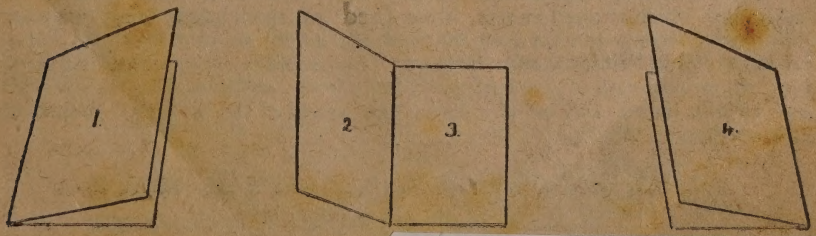
Never write an important letter, if you can help it, while you are feeling tired, or run-down, or when your digestion is out of order. You cannot do yourself justice if you don't feel well. A letter accords with the mental and bodily condition of the writer. When you are weak, you will write a weak letter. It is impossible to write a letter properly if you are feeling run-down, irritable, nervous, or out-of-sorts.

The object of this little book is to show you how you can do justice to yourself when you sit down to write a letter, both by writing the letter properly and by being well enough to write a letter at all.

Never write a letter on an odd piece of paper such as a sheet out of a notebook. Use proper notepaper—white for choice, and always white for business letters.

BEGIN WRITING IN THE PROPER PLACE.

A sheet of notepaper has four pages for writing on, thus :—



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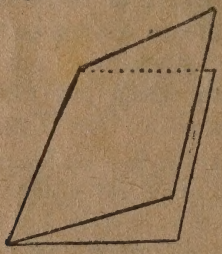
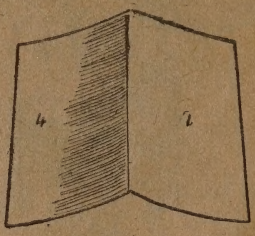
Note in the foregoing illustrations how the pages are numbered, because we shall always refer to pages by these numbers.

The proper place in which to begin writing depends upon the length of the letter. . . . . .

If it is only a short letter, start and end on page 1, the page with the fold to the left like a book when it is shut and put right-side up.



If the letter is long enough to fill two pages, start on page 4 and end on page 1, using the two outer sides of the sheet. It is easier to do it this way than to start on page 1 and continue on page 2. If you use pages 4 and 1, as in the drawing, you can open out the letter as you write, instead of having to keep on turning back to page 1 when you are writing on page 2.



If the letter is long enough to cover more than two pages, start on page 1 and continue over pages 2, 3 and 4, in the same way as a book is printed.

Write clearly; and wash your hands before starting. An employer who wants a tidy clerk or housemaid will pay very little attention to an application from a person whose letter is covered with finger prints and smudges.

FOOD AND DIGESTION.

EVERY mouthful of food which we eat must be dissolved by certain juices in the stomach before it can digest and nourish us. Before being swallowed, certain parts of our daily food must be acted upon by the saliva; otherwise the stomach cannot dissolve and digest them. This applies particularly to bread, biscuits, cake, puddings, and all foods containing flour. Unless these are thoroughly chewed and mixed with the saliva ("spittle") they will cause wind and pain in the stomach, and also set up what is called intestinal (or bowel) indigestion. This may not be very noticeable for some time; but if it goes on very long it will ruin the digestion and health.

WHERE WE GET OUR STRENGTH FROM.

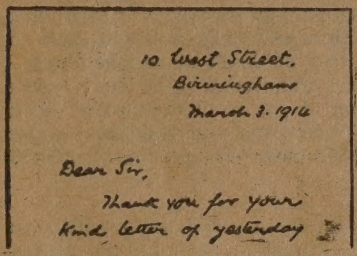
Food contains substances which warm, substances which fatten, and substances which strengthen us. If we do not get enough fatty foods (including butter or dripping, the fat part of meat, and so on) we shall be chilly. More fat is needed in Winter than in Summer. Sugar and sweet foods are also useful for this purpose and to give energy. Floury foods, puddings (like rice, tapioca, and so on), bread, and cake, keep up the weight of the body, and flesh foods give energy and stimulus.

But the only foods which are any good are the foods that the stomach is strong enough to digest. . . . . .

LETTERS: AND HOW TO WRITE THEM.

WHAT TO WRITE FIRST.

Your address and the date must be written in the top *right* hand corner of the page upon which you begin the letter, thus:—



Below the address and the date begin the letter.

The beginnings most commonly used are the following: "Dear Brown" (using the surname alone); "Dear Mr. (or Mrs.) Brown"; "Dear Sir" (or Madam); "Sir"; "Gentlemen"; "Dear Sirs."

Each of these salutations has its own proper use, depending upon the rank or relationship of the person to whom you are writing, and upon whether the letter is a business or private communication.

"**Dear Brown,**" or "Dear Mr. Brown" (using the surname alone), is the proper way to begin a letter to a neighbour, business friend, or acquaintance, &c. If you are sufficiently intimate to use his Christian name, say "Dear Jack" (or John, or whatever his name may be.) If on terms of great intimacy or affection, or of close relationship, "My dear so-and-so" may be used. Only use the Christian name in writing if you would address the person by it face to face.

A formal or business letter, or any letter in which the opening does not contain the name of the person addressed, ...

must have his name or title written either at the beginning (just after your own address) or at the end.

If the letter begins and ends on one page, write this at the foot. If longer, write it at the top.

For addressing persons of title refer to

(Continued on page 4.)

WHEN THE STOMACH IS WEAK.

A weak stomach is not able to digest strong food. Therefore, a weak stomach means a weak body all over. It means weak brains, weak muscles, weak resistance to cold and disease. *The Stomach is the King of the body*, just as the Brain is the King of the head; but even the Brain depends on the Stomach for its nourishment, and if we cannot digest our food we shall have headaches, we shall not be able to think clearly or write a good letter, and our nerves will get out of order, making us fidgety and "nervous."

When the stomach is weak, all the food taken irritates it, and causes pain. The floury and sugar parts of food ferment and cause wind, which gives sometimes great pain. The bowels become costive, and we are tempted to take pills, salts, and purgatives. This is a great mistake. Purging only weakens the stomach further. Aperients or opening medicines never cured Indigestion.

HOW TO KNOW A WEAK STOMACH.

A weak stomach is the cause of Indigestion, sometimes called Dyspepsia. Both words mean the same thing, only Indigestion comes from the Latin and Dyspepsia from the Greek. But in common use

Indigestion is generally used to denote a sudden sharp attack of pain and biliousness; and Dyspepsia is generally used to mean a chronic state of never being able to digest food completely. . . . . .

Both are the effects of a weakened stomach, and both can be cured in only one way, namely, by strengthening the stomach. Here are the signs by which you may know if your stomach is weak.

1. Acute Indigestion.

This is shown by some of the following—not necessarily all:—Pain in the Stomach—Chest-ache—Pain in the Shoulders—Waking at Night, with bad dreams and great pain—Low Spirits, and fear of death or serious illness—A Sour, Bitter Taste in the Mouth in the morning—Palpitation of the Heart—Severe Headache—Wind and Eructations (belching of gas from the throat)—Heart-burn—Feverishness—Disgust for Food—Constipation and Nausea, or actual Sickness—Bile—Yellow Skin—Eyes tinged with yellow—Tongue coated and white.

2. Chronic Dyspepsia.

Any of the following symptoms, or a combination of two or more of them:—Poor Appetite—Sickly, Sweetish Taste in Mouth—Pain after Eating (generally in stomach or chest, sometimes between the shoulders)—Chilliness and General Weakness—Flatulence, or formation of wind in stomach and bowels—Drowsiness by day and Disturbed Sleep at night—Bilious attacks—Bad Taste in morning—Tongue furred or coated, but sometimes unnaturally red—Sallow, grey, or yellow skin—Pale Lips, and Eyes tinged with yellow—Foul Breath.

Often there is great thinness and loss of weight, fluttering at the heart (often mistaken for heart disease).

(Continued from page 3.)

the chapter "The Envelope," later in this book.

"Dear Sir," or **"Sir,"** should always be used when you are writing a business or private letter to a stranger. "Sir" is a little more formal and respectful than "Dear Sir." "Dear Sirs" or "Gentlemen" should be used when writing to several persons: *e.g.*, a firm, or the directors of a company. The golden rule in all cases is that nothing is lost by being too respectful, while anything approaching unwarranted familiarity may be resented. When in doubt, use the single word "Sir."

If you have occasion to write to members of the peerage, the clergy, and people with titles, these are formal openings:—

A letter to The King should begin "Sire," or "May it please your Majesty."

A Duke, Marquess, Viscount, Earl, or Baron, should be addreesed as "My Lord."

The Archbishops of Canterbury and York as "My Lord Archbishop."

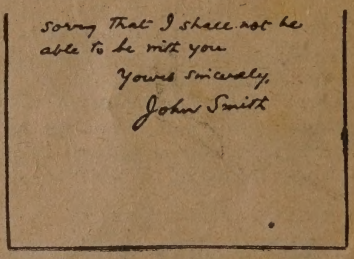
A Bishop as "My Lord."

The Clergy. When writing to the clergy, begin "Reverend Sir."

THE CONCLUSION AND SIGNATURE.

At the end of the letter add the formal conclusion and your signature—which should be very carefully written so that it can be read without possibility of error. A letter of the greatest importance, which would have changed a man's whole career, failed to reach him because the writer had not been able to read the signature to his own letter of application.

The conclusion should be written half way across the page, immediately under the last line of the letter, thus:



The correct conclusion depends on the opening. Where your letter has begun with "Dear Brown" or "Dear Mr. (or Mrs.) Brown," or "Dear Jack," &c., "Yours sincerely" should be used.

"Yours faithfully" or "Yours truly" would be the proper conclusion to a letter beginning with "Dear Sir" or "Sir," "Dear Sirs" or "Gentlemen." These are formal conclusions to formal letters. Where the person addressed is your superior,

HOW TO STRENGTHEN THE STOMACH.

There is only one way to cure these troubles and regain vigorous, active health; and that is by strengthening the Stomach.

"Digestive" powders and other medicines containing pepsin do not cure a weak stomach. They only relieve it of its work, and if you take them regularly you will soon be unable to digest anything without them. This will make you the slave of the medicine.

Nothing ever discovered by medical science can give the same stomach-strength as Orain Tablets.

Two English physicians (whose names, for reasons of medical etiquette, it would be improper to publish) discovered Orain. They found that the severest and most long-standing cases yielded to the new cure like magic; and after many years' experience, and on account of the recommendations of those who have been cured, it was decided to offer the remedy to the public in the convenient form of Orain Tablets—a preparation which will cure with certainty any form of indigestion. If one tablet is swallowed with water after each meal, from one to three days' trial is sufficient to prove the value of this new remedy. Many hundreds of cases have been treated with magical success.

Orain Tablets have no bad after-effects. They are *not* aperient. They cure nothing but indigestion. They only act by removing the causes of unhealthy digestion, and by enabling the organs to perform their proper functions.

(Continued on page 7).

"Yours obediently," "Yours respectfully," "Your obedient servant," &c., may be used. The following table will be found useful:—

Salutation.	Conclusion.
Sir, Madam, or Gentlemen,	Your obedient servant. / Yours obediently.
Dear Sir, / Dear Sirs,	Yours truly. / Yours faithfully.
Dear Madam,	Yours truly.
Dear Mr. Johnson,	Yours truly. / Yours sincerely.
Dear Brown, / My dear John,	Yours sincerely.
My dear husband,	Your loving wife.
My dear father,	Your affectionate son.

A letter to the King should conclude with "Your Majesty's most humble and dutiful subject."

Letters to Marquesses, Viscounts, Earls, and Barons: "I am, My Lord, your humble and obedient servant."

Letters to a Duke or either of the two Archbishops: "I am, My Lord, your Grace's obedient servant."

Letters to the other Clergy mentioned: "I am, Reverend Sir, yours respectfully."

The above will vary according to the social relations of the parties. Intimate friends may (and do) write "My Dear Duke," "Dear Lord Northcliffe," and end "Yours sincerely," "Yours faithfully," and so on.

Under the formal conclusion comes, of course, always your own signature.

A woman desiring to indicate to a stranger her status in respect to marriage (that is, whether married or unmarried) should write Miss or Mrs. in brackets under the name, not before it, thus:

Jane Cakebread
(Miss)

not: Miss Jane Cakebread.

A man must *never* sign "Mr." If he thinks there will be any doubt of his sex he can prevent it by signing his Christian name in full: "John Smith" could not be a woman.

THE ENVELOPE.

In directing a letter or the envelope in which it is enclosed, give the person to whom it is written his or her proper "style." It is very rude indeed not to direct an envelope properly, as the letter must pass through many hands before it is delivered. A bad mistake in the direction of a letter also shows ignorance and may prejudice you.

A "gentleman" should always be addressed as "Esq." (short for "Esquire"), thus: "James Smith, Esq."; *never* "*Mr.* James Smith, Esq." There is no good definition of a "gentleman," but it is a good rule to address *everyone* above you in social position as "Esquire."

A letter to a married woman should be directed to "Mrs. Brown," or "Mrs. *John*

Brown," as the case may be. The wife of the head of the family is "Mrs. Brown" (or whatever the family name is): the wives of the sons are "Mrs. Thomas Brown," "Mrs. Richard Brown," "Mrs. Henry Brown."

Similarly, address letters to the eldest of several unmarried daughters to "Miss Jones," and in the case of the other daughters, add the Christian name or initial—"Miss Mary Robinson," "Miss B. Green." A letter to several unmarried daughters should be directed to "The Misses Jones," not "The Miss Joneses."

The Christian name of a married woman must *never* be used. "Mrs. Mary Williamson" is incorrect. When writing to a married woman whose mother-in-law is alive, if you do not know the husband's Christian name, add to the younger woman's name "Junior," thus, "Mrs. Thompson, Junior." The word "Senior" need not be added in the contrary case unless you have reason to believe that a mistake could occur. All the same rules apply when addressing the sons of a living father as "Mr." The father is "Mr. Smith," the sons "Mr. Thomas Smith," &c. By the way, when adding "Junior" to the name of a gentleman addressed as Esquire, write "William Johnson, Junior, Esq.," not "William Johnson, Esq., Junior."

In the cases mentioned below, you should direct your letters as indicated.

The King: "To the King's Most Excellent Majesty," or "To His Majesty the King."

A Duke (or Duchess): "His Grace the Duke of Manchester" (or "Her Grace the Duchess").

A Marquess: "To the Most Honourable the Marquess of Hertford" (or Marchioness).

An Earl: "The Right Honourable the Earl of Bradford" (or Countess).

Baron: "The Lord Northcliffe."

Baronet: "Sir John Aird, Bart."

Knights: "Sir George Kemp."

Archbishops: "His Grace the Lord Archbishop of Canterbury."

Bishops: "The Right Reverend the Lord Bishop of Hereford."

Deans: "To the Very Reverend the Dean of Rochester."

Archdeacons: "To the Venerable Archdeacon Wilberforce."

Vicars, Rectors, and Curates: "The Rev. A. B. Smith."

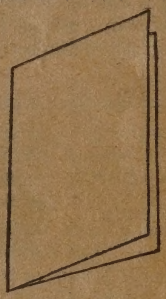
Military Officers: Letters to military officers of captain's rank or above it should be given their military titles, and afterwards their other titles, if any: *e.g.*, "General Sir H. C. Soames," &c.; "Field-Marshal Lord Roberts," or "Captain the Honourable P. Smith." Officers below captain's rank are addressed as "Esquires," in the ordinary way. "Lieutenant," &c., would only be used on *official* letters.

Naval Officers should also be given their proper styles, but a Naval **Lieutenant** should be addressed as "Lieutenant P. Smith, R.N.," though in speaking to him he would be addressed as "Mr."

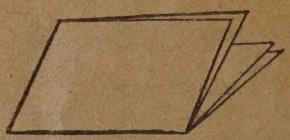
Any distinction should be added, *e.g.*, K.C., V.C., M.P., M.A., D.D., &c.

FOLDING THE LETTER PROPERLY.

The notepaper should be neatly and properly folded. First close the paper book-wise, thus:—

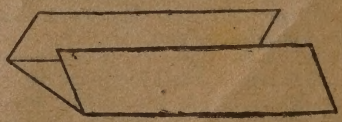


Then double it thus:-



So that page 4 is on the outside and page 1 on the inside.

The envelope should match the notepaper, and if bought with it will take it in the correct fold. Business letters were formerly folded in three, thus:—



and placed in what was termed a "commercial" envelope; but the use of square ("court") envelopes even for tradesmen's letters is now very usual.

LETTERS: AND HOW TO WRITE THEM.

THE LETTER ITSELF.

So much for matters of form, which are not unimportant.

Next comes the question of how to write the letter itself.

The first thing is to *write clearly.* You should try and write the lines straight across the paper, and not slanting up or down. If you have difficulty in writing straight, rule a page of notepaper with thick black lines in ink, and slip it under the paper on which you write. The lines will show through sufficiently to serve as a guide.

Avoid long sentences. Your meaning will be clearer if you put it into short, crisp sentences, without useless wordiness.

If in any doubt how to spell a word, either substitute some other word that you *do* know, or else consult a dictionary.

SOME SPECIMEN LETTERS.

On this and the following pages will be found a number of specimen letters which may be used as models, altering the wording, of course, to suit the special circumstances about which you have to write. It is not suggested that you need copy each letter slavishly; but if, before writing a letter, you turn up the specimen in this book and study it, you will find it easy to express yourself in a way that will give a good impression and be correct.

The following are the subjects of the specimen letters given :—

1. **Applying for a situation as clerk or warehouseman.** (In place of the imaginary details given, you must, of course, state the facts about your own case.)

2. **Answering an advertisement for a domestic servant.** (Give the details of your own case.)

3. **Applying to employer for an increase in wages.** (Here, again, the facts must be stated as they exist.)

4. **Giving notice to leave.**

5. **Making an offer of marriage.** (The case suggested in the model is that of a widower with one child; you must, of course, vary the letter according to circumstances).

6. **From a woman: declining an offer of marriage.**

7. **From a man: asking the consent of prospective father-in-law to marriage.**

8. **To a relative: announcing the birth of a child.**

9. **From a relative: condoling with one who has had a death in the family.**

10. **To a schoolmaster: explaining the absence of a child.**

APPLYING FOR A SITUATION.

15, Moreton Street,
West Ham,
April 10th, 1914.

To "Glassware,"
"Daily Chronicle" Office.

Sir,

In applying for the situation as Warehouseman advertised in to-day's "Daily Chronicle," I submit the following particulars.

I am 28, teetotaler, head warehouseman for 3½ years at Messrs. Green & Pearson's, 15, West Street (Wholesale Glass and China), at 32s. a week, but desire to better myself and would accept 35s. commencing. My employers will give me a good reference, and would increase my wages if the condition of trade warranted it. I was previously employed by Mr. Wilson, of 91 and 93, East Street, as packer, but left to become head warehouseman with my present firm. I am a quick and clean packer, accustomed to keep stock book and look out orders, and could call for an interview at any time.

Yours obediently,
WILLIAM CLEAVER.

(Continued from page 5).

If you have any of the forms of Indigestion, remember that you will never be well unless your Stomach is strengthened.

You may empty your Stomach and clear your Bowels by giving yourself a short attack of Diarrhœa by taking pills. But pills will make your Stomach weaker every time you take them.

To cure Indigestion you must strengthen the Stomach. The one medicine which has been proved by qualified medical men to strengthen the Stomach is Orain—in Orain Tablets.

Whether your Indigestion is acute and painful, or whether it

takes the Chronic form, or Dyspepsia, Orain Tablets will cure it.

Get a Shilling Bottle of Orain Tablets from the Chemist. Take one Orain Tablet after every meal.

Be patient. Do not expect miracles to happen.

You will be better from the first dose. But do not leave off taking the Orain Tablets the moment your pains are relieved.

Orain Tablets are not a mere palliative or reliever of pain. They are a Strengthening Tonic Medicine. Take one after every meal for a week. The Shilling Bottle will be still half-full.

If you do not think you are better, and that it is no good going on, you are perfectly free to send the rest of the bottle to us by post, and we will return you the whole of your money—a Postal Order for One Shilling.

NO CURE, NO PAY.

ANSWERING ADVERTISEMENT FOR DOMESTIC SERVANT.

5, Rose Avenue,
Southampton,
April 3rd, 1914.

To Mrs. R.,
Box 157, "Daily Mail" Office.

Madam,

Answering your advertisement for a general servant, I could give you a good reference (two years) if you desired after hearing particulars. I am 24, tall, Church of England, and have been housemaid in a good family, leaving on account of a disagreement with the cook. If you entertain my application will you kindly tell me what wages you pay, and what outings are allowed.

I am a thorough worker, clean in work and person, and can do quite plain cooking.

Yours respectfully,
MARY JANE REED.

Orain Tablets are the only medicine for Indigestion that has ever been sold on the No Cure, No Pay system. This is because they are the only certain cure known to Science. Beyond all question, if you have Indigestion, Orain Tablets will cure you. . .

APPLYING FOR AN INCREASE IN WAGES.

124, Slanes Road,
Bromwich,
April 16th, 1914.

Messrs. Robinson & Weston.

Dear Sirs,

Having been in your employment as clerk for over two years, I venture to ask for an increase of salary.

I was engaged at 24s. a week last January twelvemonth, and believe myself to have given satisfaction, as the work now entrusted to me is much more important than when I joined your staff. Hoping you will take this into account,

I am,
Yours obediently,
THOMAS WALKER.

ORAIN TABLETS WILL ENABLE YOU TO DIGEST YOUR FOOD.

They save your pocket, and they save your health. To eat food when you cannot digest it is worse than wasteful. Every time you eat anything which you cannot properly digest you are making your Indigestion worse and weakening your Stomach anew.

ORAIN TABLETS ARE A DIGESTIVE TONIC.

If you would try the *Natural Tonic Treatment*—that is, to make your Stomach strong and healthy

with Orain Tablets—you would see how much better a tonic these Tablets are than all the iron and quinine that ever came out of a drug warehouse.

Orain Tablets are not only a cure for Indigestion—and they do not profess to cure anything else—but also, by their effects, the best possible tonic.

GIVING NOTICE TO LEAVE.

6, Atkinson Terrace,
Molesey Bank,
April 15th, 1914.

Dear Sirs,

As my family will shortly be leaving the town, and wish me to go with them, it will be necessary for me to leave your service in three weeks' time, and in order to save you inconvenience, I beg to give you notice of the fact in advance.

Should you wish me to instruct anyone whom you may appoint as my successor, I shall, of course, do my utmost in this way, and hope that I may refer to you in seeking employment elsewhere.

Yours obediently,
ROBERT HUTCHINS.

Messrs. Murray & Anderson.

ADVICE ON STRENGTHENING THE STOMACH.

If you have pain after eating, chest-ache, heartburn, colic, wind, eructations or sour risings of food in the throat, or hiccups with strong-flavoured food "repeating," perhaps for hours after being eaten, you have Acute Indigestion, and should at once take an Orain Tablet. Afterwards take an Orain Tablet after every meal until you no longer suffer; and keep on a little longer, so that your stomach may be strengthened and made thoroughly healthy.

If you are nervous and short-tempered, jumping "out of your skin" (as people say) when a door bangs; if the children's clatter worries you, and everyone seems to be in a conspiracy to be unkind to you—be reassured. You can be made happy and cheerful again with Orain Tablets. There is nothing wrong with you but your stomach, and Orain Tablets will always strengthen that. Many people take a dose of pills when they feel like this; and the pills, after making them very miserable next day, seem to do good. But pills never cured Indigestion. They weaken the stomach and bowels by causing artificial diarrhœa, and if you take pills once you will need them again and again. Orain Tablets cure without weakening you, and they will enable you to do without pills. They do not purge or cause diarrhœa. They are not so quick in producing an effect as pills; but they are a thousand times more beneficial.

A MAN'S HEALTH SAVED.

We publish (by permission) the experience of some few among the thousands of people for whom Orain Tablets have made life worth living, by giving them a strong, healthy stomach, able to digest their food. One of the most interesting cases was that of Mr. Wm. E. Lambell, who has been doing his country's work for 43 years. Born of a seafaring father, who served his Queen well before him, Mr. Lambell entered the Royal Navy at the age of 15, visiting all quarters of the globe and taking an active part in many expeditions and campaigns.

After his 24 years of sea life Mr. Lambell put in 19 years' hard work ashore—an honourable record in the service of his country. He has now taken his pension, and resides at 23, Glenmore Avenue, Devonport, where he told a remarkable story of active life, of the fight which he had just won at the end of it. "I did not wish to give up work on receiving my pension," he said, "and when I finished my time at the yards I was given the opportunity of staying

on in another position; but I was obliged to give that up," said Mr. Lambell sadly, "and it was only after a stubborn struggle that I regained my power to work. The foe I had to fight was inside me. My digestion had completely broken down. At times it was so bad that I hardly knew what I was doing. My stomach was distended with wind, and I used to suffer from severe pains near the heart; but that was not all," he contended. "Later on, as the disease took a firmer hold on me, I was afflicted with terrible spasms in the pit of the stomach. I really thought that was the root of the trouble, and I felt that I had nothing to live for. The doctor put me to bed for two weeks, and I was fed on hot milk and bread. This low diet relieved the pain somewhat and I felt better, but of course I was weakened.

"Nevertheless," continued Mr. Lambell, "I tried to work again, but it was no use. Palpitation came on, very severely. More than once I have fainted in the street and been brought home unconscious.

"One day," he continued, "having heard of the marvellous cures that were being wrought in this neighbourhood by Orain Tablets, I determined to purchase a bottle, and do you know," Mr. Lambell continued with emphasis, "that was the best thing I ever did in my life; they made a new man of me.

"From the very first tablet I experienced relief. The wind in my stomach was dispersed and the pains ceased like magic. I was able to go out without fear of a fainting fit coming on, and I found myself able to work—and work hard, if necessary. As to my food, I could eat anything in reason. I had beef-steak pie yesterday," he interjected with a chuckle, "and I am going to have it again to-morrow, for I never felt better in my life."

Mr. Lambell introduced the interviewer to his wife, who retains her youthful appearance and activity to a remarkable extent; and she fully endorsed all that Mr. Lambell had said, adding: "I only wish everyone who suffers from

Mr. W. B. Lambell.

AN OFFER OF MARRIAGE

(from a widower, with one child.)

The Club,
Sandyport,
April 12th, 1914.

Dear Miss Waterson,

I have for some time past been trying to ask you something, but courage and opportunity have not run hand in hand, and I fear that my chance will pass by in favour of some more intrepid suitor if I do not speak quickly. So accept, if you can, this apology for putting in writing what I have long desired to express personally—my deep admiration for you and the attraction which impels me to ask you to become my wife.

I will not speak here of all those womanly and charming graces which characterise you; but even the delight which my little girl shows in your presence leads me to feel that you could—and would—fill the place left vacant by the loss of her mother. Will you say the word which will make me happy and give me confidence to tell you verbally all that I really feel?

Yours sincerely,
RICHARD BLACK.

Indigestion could know of Orain Tablets, for they are really wonderful, and I am sure they saved my husband's life."

"I have recommended them to several friends," said Mr. Lambell, "and in every case the result has been a complete cure. There is no form of indigestion which they do not seem able to conquer. You are quite at liberty to refer anyone to me, and I shall only be too pleased to do all in my power to help in making them known, for they are a true blessing to mankind."

REFUSING AN OFFER OF MARRIAGE.

17, South Road,
Starforth,
April 4th, 1914.

Dear Mr. Black,

It is difficult, indeed, to reply to your letter, for I feel so much the supreme honour which you have done me that it grieves me deeply not to be able to respond to it as you would wish. On my side, however, the prompting of the mind is not followed by the sanction of the heart. Though I realise to the full that in saying "No" I am refusing a good man's affection and a home in which any woman ought to be able to find happiness, yet as I cannot feel for you that love which to me is essential to a true marriage, I must say "No."

Forgive the pain which this letter must cause you; but believe that in replying as I do I know that it is for your ultimate happiness and peace of mind.

Yours ever sincerely,
EMMELINE WATERSON.

A LETTER THAT SAVED A MAN.

At 118, Chessel Street, Bedminster, Mr. G. Godfrey and his wife are passing the evening of their days—days of hard and conscientious work.

Mr. Godfrey's story is one which every worthy family might well take to heart. In these days of constant change and discontent, it is not often that one meets with such a life history as this—no less than 55 years in one situation.

These years of strenuous work left Mr. Godfrey's alertness of mind unimpaired; but his bodily strength suffered, until recently, to some extent. Racked with indigestion, his stomach distended with wind, his legs were so swollen that it was almost impossible to walk.

Doctors told him, on examination, that the muscles of his heart were degenerated, and that he was to avoid the slightest strain of any kind. "But in spite of all my care I did not improve," said Mr. Godfrey, "and I was giving up all hope of ever recovering." Some time after this, about last February or March, Mr. Godfrey, hearing of the wonderful cures that were being effected in the district by Orain Tablets, wrote a letter for a supply to be sent, feeling that perhaps here was the very thing to relieve the pains which were beginning to make life a burden to him. They arrived by return of post, and for the first time in many months Mr. Godfrey was able to eat his food without any ill-effects whatever. "From that day," he continued, "I took Orain Tablets regularly, with the result that the wind in my stomach has entirely disappeared,

Mr. G. Godfrey.

reducing my waist measurement at least four inches, for I was all swollen out with dropsy. The Orain Tablets were also most beneficial in relieving the pressure on the muscles of the heart. The pain which this caused was at times almost beyond bearing, I can assure you. To me the effect of Orain Tablets was almost miraculous, for I had tried and lost faith in so many other remedies, and had, so to speak, resigned myself to the inevitable."

"And now," Mr. Godfrey went on, "I want you to see an independent witness," and with that he called in from her room Mrs. Godfrey—a devoted wife, who fully realises the wonderful effect which Orain Tablets have had upon her husband. "You would never have believed," she said, "the pains my husband used to suffer from indigestion. At times he was almost prostrate, and I was afraid he would not live. But now all that is changed," she continued gladly, "and I am only too thankful to say that his recovery is due entirely to the regular use of Orain Tablets. He never goes about without a bottle in his waistcoat pocket, ready in case of need."

ASKING CONSENT TO MARRIAGE.

The Pines,
Southbank,
April 8th, 1914.

Dear Mr. Dixon,

You cannot have failed to notice my admiration and regard for your daughter Doris; and as you have allowed me to visit your house, I hope you will not be surprised or displeased to learn that I have been fortunate enough to gain her consent to marry me if you approve.

You will no doubt wish to hear something of my position and prospects, and I shall be happy to answer any questions which you may put. May I hope that, if I am able to satisfy you, you will consent?

Yours sincerely,
JOHN BROWN.

Mrs. Godfrey herself has also derived no small benefit from the use of Orain Tablets. A little while ago she was very much run-down, and needed the nourishment that eggs are able to give; but she could not eat eggs, for they lay in her stomach sometimes nearly two days. One Orain Tablet after breakfast has changed all that, and now eggs form part of her daily fare. Mrs. Godfrey having gone back to her household cares, Mr. Godfrey continued:—

"I was so thankful for my recovery that I felt I wanted to run round to everybody I know and tell them about Orain Tablets and what they have done for me. I have recommended them to several of my friends, and am glad to say they have all experienced the same benefit as I have. One friend in particular, I remember, I met two months ago, and he looked to me at death's door. He said he was suffering from a very severe form of indigestion, so I persuaded him to try Orain Tablets, and you should see him now," said Mr. Godfrey, with a chuckle, "he is a different man altogether, and looks ten years younger!

"Another of my friends was prostrated all day with indigestion, so I gave her some Orain Tablets from the supply in my waistcoat pocket, and they soon put her right."

LETTERS FROM YORKSHIRE.

Answered by a Visitor from London.

Details of an affair first reported from London have been collected at North Skelton, a pretty Yorkshire mining village some three miles from Skelton. Attention was attracted to the matter by letters from a Mr. and Mrs. Eli Todd, and a special representative journeyed purposely from London to ascertain the truth about it. He was fortunate in finding both the couple at their cosy house, 25, Richard Street, North Skelton, and the first words of the husband—a retired

miner—fully justified the visitor's mission. Every word carried the conviction of simple truth and sincerity. No one who heard the Todd's story could doubt that they spoke from the heart.

"I should not have believed it possible if I had not seen it with my own eyes," was what Mr. Todd said. "My wife has been through a trying experience—almost starved—and I am glad to be able to tell you that it is ended."

"Starved!" said the visitor, with an incredulous glance round the well-furnished room.

"Yes, starved," was the reply. "For she dared not eat by reason of the agony which it caused her. Orain Tablets are what produced the surprising cure in her; and it was because I believed that other sufferers from indigestion would be glad to know of the wonderful way in which this remedy cures that disease that I wrote about her case to London. Publish it far and wide for the public good."

Mrs. Todd said: "For years Indigestion made my life a misery, and only those who have suffered as I have know what a terrible thing it really is. I could eat practically nothing, and sometimes felt almost as though I were starving: yet I dare not eat so much as a piece of bread and butter. It used to settle in my chest like lead, and the feeling of suffocation was almost more than I could bear.

"I began also to get attacks of dizziness, and very often could hardly stand upright. I had to keep my eyes straight in front of me, for look up or down I simply could not. It was dreadful," Mrs. Todd added with simple emphasis, "and I felt that I simply had nothing to live for.

"One day," she went on, "I heard of Orain Tablets, and was told what wonderful cures they were effecting in bad cases of indigestion. I procured a shilling bottle, and the next time I had a bad attack I took one Tablet and experienced relief almost at once.

"This was a very delightful surprise to me," continued Mrs. Todd, "for I tell you candidly I had little or no faith in medicine; not that I have now, for that matter, except Orain Tablets," she smiled.

"Well, after the first bottle I felt better than I had done for years, and able to take interest in my work once more.

"At one time," Mrs. Todd went on, "I suffered terribly from pains at the heart, caused by the wind, which was a symptom of my complaint. The pain used to grip me with great suddenness, and I was not much use for anything

Mrs. E. Todd.

ANNOUNCING BIRTH OF CHILD.

The Dovecot,
West Road,
April 18th, 1914.

Dear Aunt Elizabeth,

I am pleased to tell you that Mary gave birth to a son this morning, at about 8 o'clock. She is doing very nicely, and the baby is a beautiful boy. One of the first things that my dear Mary said when I thanked her for making me a father was that I must be sure to write to you without delay. We shall hope to see you soon.

Yours affectionately,
THOMAS HARDING.

when these heart attacks came on, I can assure you. But I am thankful to say that Orain Tablets completely cured these spasms."

Mr. Todd is a tall, well-built man, with one of those faces which carry implicit confidence.

"The change in my wife is simply marvellous," he said. "I often thought she would starve to death, but there is no fear of that now."

LETTER OF CONDOLENCE.

19, Annesley Park,
Westwick,
April 3rd, 1914.

My dear Frederic,

I need hardly tell you how grieved I was to learn of your father's death. He was my favourite brother, and nothing can replace him for me. Words are no consolation in a bereavement like yours; but your aunt, who joins her sympathy with mine, very truly said that if anything could lighten your grief it must be your own consciousness that you were always a good son to the good father whom you have lost. With all love and sympathy to your sister, believe me,

Your affectionate Uncle.

A CURE SPECIALLY INVESTIGATED.

(From a North-country Newspaper).

To get at the true facts, case by case, a special Commissioner goes direct to the people who have taken Orain Tablets, and reports the facts exactly as given to him.

Mr. David Brown, a most intelligent son of the North, readily agreed to give his experience for publication. He lives at 3, West Street, North Seaton, Newbiggin-by-the-Sea, Northumberland. The following is his statement:—

"For some years I was a chronic sufferer with indigestion. At times I was simply racked with pain and didn't know where to turn for relief. Nothing I ate seemed to agree with me. Even a piece of mutton or lamb lay like lead on my chest. I tried everything, but nothing seemed to do me any good, and I began to despair of ever being well again.

Mr. D. Brown.

"Life was indeed a burden. There was no pleasure in living. So things went on until one day, somewhere about last March, it was my father asked me if I had tried Orain Tablets, and I said I had not.

"It was stated to me that Orain Tablets had effected marvellous cures in the worst cases of indigestion, and so impressed was I with what I heard that I determined to get some without delay. It certainly was one of the best things I ever did in my life."

"Tell me," said the visitor, "just how you experienced your relief?"

"Well," replied Mr. Brown, "it was like this. I was suffering from what the doctor called catarrh of the stomach, and this gradually developed until I was absolutely compelled to give up my work. Sometimes it was not so troublesome, and then I managed to do a little work: but I was merely working on and off. But, believe me, I experienced

relief almost from the first moment I commenced taking Orain Tablets.

"I used to suffer a great deal with wind," continued Mr. Brown. "It used to cause acute pain round my heart and then rise up into my chest, and there it caused me such agony that I did not know what to do with myself. But now," he concluded cheerily, "that is all past and done with, thanks to Orain Tablets.

"I am truly thankful to Orain Tablets, for they not only enabled me to go back to my work, but completely changed my life, for now I think I am as cheerful and happy as anyone."

Mr. Brown added that since he had taken Orain Tablets, the neighbours had remarked on the wonderful change in him, and several who suffered from indigestion had taken Orain Tablets and experienced almost instant relief.

TO A SCHOOLMASTER.

(Letters of Excuse).

16, Middle Lane,
April 14th, 1914.

Dear Sir,

I have had to keep my little boy, James, at home to-day, owing to an attack of Indigestion, but hope to be able to send him to-morrow. Will you please excuse his absence?

Yours truly,
MARY BENSON.

John Cane, Esq.

16, Middle Lane,
April 27th, 1914.

Dear Sir,

An accident at home prevented my son, James Benson, from starting in time for morning school. Will you kindly excuse his late arrival, which was not his fault.

Yours truly,
MARY BENSON.

John Cane, Esq.

POSTING THE LETTER.

The stamp should be placed on the front of the envelope, in the right-hand top corner.

It is a mark of neatness and good manners to affix the stamp right way up and square with the corner.

RATES OF POSTAGE FOR LETTERS.

Within the United Kingdom (England, Scotland, Ireland, Wales, Isle of Man, Isle of Wight, and Channel Islands):—

Any letter not exceeding 4 ozs. in weight ... 1d.
For every additional 2 ozs. or part thereof ... ½d.

BOOK POST (United Kingdom).

Confined to printed books and papers. No letter must be enclosed; but you may add your name and address, or either of them, as an indication of the sender. The ends must be left open, and the paper or papers so packed that the contents can be withdrawn for inspection. An envelope may be used, provided the flap is not gummed down.

Up to 2 ozs. ... ... ½d.
For each additional 2 ozs. or part thereof ... ½d.

COLONIAL POST.

To practically all British possessions abroad the letter postage is 1d. per ounce; book post, same as inland.

Newspaper post to British Colonies is the same as book post by weight. The halfpenny rate, irrespective of weight, does not apply outside the homeland. There are special newspaper and magazine rates for Canada and Newfoundland, which can be ascertained at any Post Office.

WHAT TO DO IF YOU SUFFER FROM INDIGESTION.

STRENGTHEN YOUR STOMACH,

There is No Other Way to be Cured.

ONLY ONE THING WILL STRENGTHEN YOUR STOMACH,

NAMELY,

ORAIN TABLETS

(1/= The Bottle Lasts a Fortnight).

IF you have any of the forms of Indigestion, remember that you will never be well unless your Stomach is strengthened.

You may empty your Stomach and clear your Bowels by giving yourself a short attack of Diarrhœa by taking Pills. But pills will make your Stomach weaker every time you take them.

Pills, salts, and all purgatives are irritant poisons. They are terribly bad for the Bowels.

The continued use of them enslaves the Bowels, which will become so constipated in time that they will not move without medicine.

A water or glycerine enema is a much better way to clear the Bowels than taking pills or salts.

Salts impoverish the blood, and cause great weakness.

The frequent use of pills very often causes piles—a most troublesome and painful disease, very difficult, if not impossible, to cure except by operation.

To cure Indigestion you must strengthen the Stomach. The one medicine which has been proved by qualified medical men to strengthen the Stomach is Orain—in Orain Tablets.

Whether your Indigestion is acute and painful, or whether it takes the Chronic form, or Dyspepsia, Orain Tablets will cure it.

Get a Shilling Bottle of Orain Tablets from the Chemist. Take one Orain Tablet after every meal.

Be patient. Do not expect miracles to happen.

You will be better from the first dose. But do not leave off taking the Orain Tablets the moment your pains are relieved.

Orain Tablets are not a mere palliative or reliever of pain. They are a Strengthening Tonic medicine. Take one after every meal for a week. The Shilling Bottle will be still half-full.

If you do not think you are better, and that it is no good going on, you are perfectly free to send the rest of the bottle to us by post, and we will return you the whole of your money—a Postal Order for One Shilling.

NO CURE, NO PAY.

Orain Tablets are the only medicine for Indigestion that has ever been sold on the No Cure, No Pay system. This is because they are the only certain cure known to Science.

BEYOND ALL QUESTION, IF YOU HAVE INDIGESTION, ORAIN TABLETS WILL CURE YOU.

ORAIN TABLETS are sold in one size only, PRICE 1/-

THE ORAIN COMPANY,

28, COPPERFIELD ROAD, BOW, LONDON, E.

HOW ORAIN TABLETS FIRST CAME TO BE SOLD.

ORAIN was originally a medicine which two highly-qualified doctors used to prescribe for their patients suffering from disorders of the stomach.

They found in so many cases that Orain was the only medicine needed, and their cures were so wonderful that they began to ask themselves this question: As Orain is perfectly safe, and could not possibly hurt anyone, even if improperly taken, why not make it into tablets for general sale, and allow people to get Orain Tablets for themselves?

The only two objections to this are that doctors do not like to be connected with patent medicines, and that patent medicines are often sold at exorbitant prices. But Orain was not a patent medicine in the usual sense; and these doctors saw that by giving the formula to a manufacturer they could avoid having anything to do with business themselves, and at the same time they could insist upon Orain Tablets being sold at a cheap price within the reach of even the poorest people who could not afford a specialist's fee. Thus it comes about that this invaluable medicine can be bought anywhere and at so low a price that a shilling's-worth of Orain Tablets will last a whole fortnight. Thousands of people are obtaining relief from them all over the country.

Orain Tablets are cheap: a shilling bottle lasts a fortnight.

If you are not better in a week the chemist will give you your money back in full.

Simply take back the rest of the bottle, and the full price—a shilling—will be given back to you without question.

ORAIN TABLETS

ONE SIZE ONLY, 1/-

(Lasting a fortnight).

THE ORAIN COMPANY,

28, COPPERFIELD ROAD, LONDON, E.

The Doctor says: "Pain after eating? Chest-ache? Always feeling heavy and tired? You have Indigestion! Take Orain Tablets, and you will be thoroughly cured. Those Tablets are wonderful things, my patients always say."